

PROGRAM UPDATE

Office of Worker and Community Transition

United States Department of Energy

January - March 2002

UPDATED WORK FORCE INFORMATION SYSTEM (WFIS) MANUAL NOW AVAILABLE

The WFIS User Reference Manual has been updated and can be downloaded from the WFIS file transfer protocol (FTP) site. The Manual is in Portable Document Format (PDF) and is formatted so that a hard copy can be printed "front to back." You can access the WFIS FTP site with either a Web browser or FTP utility. The address of the WFIS FTP site is: <ftp://wfis.wt.doe.gov> (or <ftp://205.254.143.134>); look in the folder entitled "WFIS Manual."

You can also download the manual in PDF from the Office of Worker and Community Transition (the Office) Web site, <http://www.wct.doe.gov>. Go to Program Documentation | Authorities and Guidance | WFIS User Reference Manual or What's New | WFIS User Reference Manual to invoke the PDF Reader which displays the file. Eventually, the Manual will be deleted from the "What's New" page, but it will always be accessible from the "Authorities and Guidance" page.

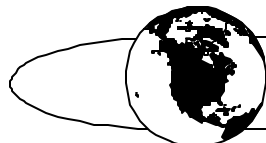
You must have Acrobat Reader installed on your computer system to view PDF files. It can be downloaded via a link which appears at the bottom of every page of the Office Web site.

Questions about WFIS should be directed to M. Alexander (Sandy) Stiffman, WFIS Program Manager (202-586-4107) or Sam Ferraro, WFIS Program Administrator (202-586-5057).

WORK FORCE RESTRUCTURING ACTIVITIES

Work Force Restructuring at West Valley

On December 17, 2001, the Ohio Field Office implemented an Early Retirement Incentive (ERI) and a Voluntary Separation Program (VSP) at the West Valley Nuclear Services Company. Both programs closed on January 31, 2002. Seventy-two employees accepted the ERI and 48 employees accepted the VSP.



VISIT US AT OUR WEB ADDRESS AT:
[HTTP://WWW.WCT.DOE.GOV](http://www.wct.doe.gov)



Work Force Restructuring Program by Westinghouse Savannah River Company

On February 6, 2001, Westinghouse Savannah River Corporation (WSRC) announced a Work Force Restructuring Program for 2002/2003. The program included an Early Retirement Incentive (ERI) and a Voluntary Separation Program (VSP).

The ERI was available to all WSRC team full-service employees and Option A craft employees who, with the addition of 6 years total to either their age or eligibility service or a combination of both, would have been eligible for an unreduced early or normal retirement under the WSRC/BSRI Pension Plan. Credited service of 3 years was added to the actual credited service of each participant in the annuity benefit calculations. The ERI closed on March 21, 2002.

WSRC plans to conduct a VSP that will open on April 1, 2002, and close on April 12, 2002, targeting up to 413 employees.

Once the VSP has been completed and necessary internal movement has taken place to the extent possible, WSRC will re-evaluate whether there is a need to proceed with involuntary work force restructuring and submit their recommendations to the Department of Energy. This decision is expected by late April.

COMMUNITY TRANSITION ACTIVITIES

The Office of Worker and Community Transition (the Office) of the US Department of Energy (DOE) is making available \$4.2 million to eligible community reuse organizations (CRO) to fund community transition activities in FY 2002. Funds will be made available in the form of Block Grants, pursuant to funding protocols developed by CROs and adopted by the Office on March 26, 2002. The following indicates the Block Grant process.

1. **Eligibility:** All CROs duly designated by the Office that have completed a SWOT (strengths, weakness, opportunities, threats) analysis and a community transition plan are eligible for funding under the FY 2002 Block Grant Award program.
2. **Award Amounts:** One-time-only awards to eligible CROs will be made in amounts up to \$300,000 during the fiscal year.
3. **Matching Funds:** Awards in excess of \$100,000 must be matched by cash or in-kind CRO contributions from non-federal sources. A 15 percent match is required for awards between \$100-200,000. An additional 25 percent match is required for awards between \$200-300,000. See funding protocols for match calculation methodology.
4. **Use of Funds:** Awards may be used to support any lawful purpose provided for under section 3161 of the Defense Authorization Act 1993 and any guidance issued by the Office. While not prohibited, use of funds for work force development or for environmental



assessment or development of real property owned or otherwise controlled by the Department of Energy must be pre-approved by the Office. Funds may not be used to support activities initiated, or to satisfy obligations of any kind incurred, prior to the receipt funds by the local field office.

5. **Submittal, Review, and Approval of Applications:** The 30-day application window will be open from March 28, 2002, through Friday, April 26, 2002. Only applications received by close of business (5 p.m. EDT) April 26th will be accepted. Proposals will be reviewed in the order received. As in previous funding cycles, all proposals must be submitted by the responsible official of each CRO's field office.

Reviews will be conducted by the Office staff or delegated to other knowledgeable individuals. In addition, appropriate staff of the Economic Development Administration will review each proposal except in those cases where such review has already taken place.

Funding decisions will be based primarily on the extent to which an application is "materially complete" and conforms to the funding protocols developed by CRO executives. Some consultation may be required between the Office and/or its representatives and CROs prior to a funding decision.

6. **The Application:** The application for FY 2002 Block Grant Awards is designed to be straightforward and readily completed. It consists of three sections: general information, proposal, and budget. While applications and subsequent awards are "not competitive," applications must be complete and sufficiently specific to be clearly understood and evaluated by reviewers.
7. **Content:** As stated previously, applications must be materially complete and sufficiently specific to be clearly understood by reviewers. In addition, the following require particular attention:
 - C Financial information: Enough information to enable reviewers to determine how much resource is being applied to a specific activity or project; what the source of each specific resource is; how the resource is to be used; and, in the case of non-cash, matching resources, how the value of the resource is being determined.

LABOR RELATIONS ACTIVITIES

Meeting with PACE International Union During Semi-Annual Legislative Conference

Michael W. Owen, Director, Office of Worker and Community Transition (the Office), met with members of PACE International Union on March 25, 2002. Topics of discussion included:



1. the Office's program budget for FY 2003;
2. managing and administering closure site benefits; and
3. site offices' contractor work force restructuring plans.

ASSET MANAGEMENT ACTIVITIES

The Asset Management Program (AMP) continues to be active in supporting the National Nuclear Security Administration (NNSA) in gaining access to strategic and critical materials from the Defense National Stockpile Center (DNSC) during the first quarter of 2002.

The AMP was able to assist NNSA at Savannah River Site (SRS) in the purchase of 450 KG of special material. Final arrangements were concluded with DNSC in February and all of the special material was transferred to NNSA/SRS to allow for a continuation in their program. The AMP will continue to monitor the NNSA/SRS program during the year. Should additional quantities of special material be needed, the AMP will contact DNSC and begin arrangements for additional purchases.

The AMP was able to assist NNSA in the implementation of a research program at the Lawrence Livermore National Laboratory (LLNL). Approximately 1,300 troy ounces of iridium metal was requested from DNSC on a loan basis to be used by LLNL for the High-Average Power Laser (HAPL) project. A Memorandum of Understanding (MOU) was provided to the AMP by DNSC for use in securing the loan of iridium metal. The AMP coordinated the drafting of the MOU with NNSA/HQ and LLNL for the loan of iridium metal under the provisions required by DNSC. The MOU has been approved by DNSC and has been forwarded for concurrence to the Under Secretary of Defense for Logistics. As soon as NNSA/HQ signs the MOU, LLNL will be able to receive the 1,300 troy ounces of iridium metal from DNSC to initiate its HAPL project.

The AMP continues to provide assistance to NNSA in completing the Beryllium Addendum to the 2001 Report to the Congress on National Defense Stockpile Requirements. At the time the 2001 Report was sent to Congress by the Secretary of Defense, NNSA had not yet completed its beryllium needs assessment. As a result, we provided language in the 2001 Report that a Beryllium Addendum would follow, documenting our beryllium needs from the Stockpile. The Beryllium Addendum has been drafted with contributions from NNSA and LLNL. It is undergoing final review and clearance in NNSA and will be sent to DNSC for their review. As soon as DNSC completes their review, they will forward it to the Office of the Secretary of Defense for concurrence and submittal to Congress.



**REQUEST FOR
OFFICE OF WORKER AND COMMUNITY TRANSITION (WT)
PUBLIC DOCUMENTS**

Name: _____

Organization: _____

Position: _____

Street Address: _____

City and State: _____

Zip Code: _____

Phone: _____

Fax: _____

E-mail: _____

WT Document(s) Requested:

1. _____
2. _____
3. _____
4. _____

Fax or mail to: Ms. C. M. Foster
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U.S. Department of Energy
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Washington, DC 20585
(202) 586-1540 (FAX)